

**ACCOUNTING PROCEDURE**

TOPIC: Section 9 - FMS Processing 1.12	EFFECTIVE DATE: 9/16/94
TITLE: Check Distribution/Attachments (DMT-188 - Revised 6/98)	REVISION DATE: 6/26/98
AUTHORIZED BY: Cheryl Thompson, Deputy Director	PAGE 1 OF 4

**BACKGROUND**

This procedure provides instructions for proper completion and handling of DMT-188 (Check Distribution/Attachments - Revised 6/98). Instructions for completing the DMT-188 form are included in the PROCEDURES section. (See attached sample of DMT-188 - Revised 6/98).

Use the Check Distribution/Attachments form DMT-188 when:

1. Processing a normal transaction for which the system-generated remittance advice is not sufficient;
2. There are attachments to be returned to the vendor with the check, such as a vendor's remittance slip, a copy of the invoice or correspondence;
3. The mailing address to which the check is to be sent is different from the address on the Vendor File;
4. The distribution from Bureau of Fiscal Services (BFS) is other than the first class U.S. Mail. See *Accounting Policy and Procedures Manual CASH AND CHECK HANDLING 3.0* (Check Distribution and Non-Routine Voucher Authorization) for specific limitations.

**POLICY**

To avoid processing or mailing errors, the procedures and instructions for the DMT-188 (Check Distribution/Attachments) must be carefully followed. It is important that the actual keying date, not the FMS transaction date, be placed on the DMT-188. The names and addresses on the DMT-188's must be typed, not hand written, in accordance with postal regulations. (See PROCEDURES section).

With the implementation of postaudit, check writing tapes are released to DOA the day after the document has been keyed into the FMS accounting system. Thus, it is important the DMT-188's with attachments be submitted to BFS Accounts Payable/Preaudit, no later than the day following the actual keying date of the voucher. (For institutions, the face sheets and DMT-188's should be returned the same day face sheets are received). Failure to submit the DMT-188's and attachments promptly will cause a delay in sending the check to the vendor, or the check may be sent to the vendor without adequate documentation. This can result in additional phone calls or correspondence from the vendor.

## PROCEDURES

1. The DMT-188's (Revised 6/98) are available from the DMT Forms Center. Any PC-generated forms must be an exact replica and size as the DMT-188 obtainable from the DMT Forms Center. Postal authorities have indicated use of colored paper is not acceptable due to the poor contrast of the address and the colored background. For this reason, DMT-188's should be on white paper with the address in black.
2. Postal regulations allow mail sent by business and governmental organizations to be sent at the economical presort rate provided the mail can be processed via the scanner devices of the postal system. Handwritten addresses are being returned, to be typed, to avoid increased postage costs and/or penalties. Specific instructions for completing each section of the DMT-188 are described in Procedure #5.

Also per postal regulations, add the additional 4 digits of the zip code, if manually typing in the address on the DMT-188.

NOTE: The address must fit into the window envelope so that the full address is visible.

3. Organizations are to prepare the DMT-188's forms for mailing, complete with attachments, and the DMT-188's must be sorted by the following: by organization, by actual keying date, by voucher number; and by fiscal year, i.e. all FY 98's in one batch and all FY 99's in another batch.
4. DMT 188's For Rush Payment Requests Made By the Institutions. In instances where the original invoice and DMS-138 for rush payment request is submitted to BFS, the DMT-188 must be submitted with any attachments at the same time. The DMT-188 should be completed following the instructions in Procedure #5 to assure the check is properly mailed or picked up. If not, the check will be mailed according to the vendor file address with no attachment, and could result in problems with the vendor promptly receiving the check or applying the check to the proper account.
5. Individuals responsible for preparation and submission of DMT-188's to BFS must follow the following instructions for preparation of DMT-188 (Revised 6/98):
  - a. Clearly write in ink or type the following on the DMT-188 in the spaces provided:
    - The keying date (date keyed into FMS).
    - The org. #. Enter the three-digit organization number, i.e. 820.
    - The Organization name. Enter the name of the org. i.e. DMT.
    - The voucher number used for keying the invoice.
    - The payment amount. Enter the total amount of payment included in the voucher for the vendor being paid; if more than one vendor is included in the voucher, a separate DMT-188 will need to be completed for each vendor. Make sure the instructions are very specific on how you wish the checks and attachments are sent to the vendor or returned to your office.
  - b. Special remit to and/or mailing instructions must be in the window address space on the DMT-188. If you are mailing to a different

vendor address from the address generated from the vendor file, type the complete address in this space; if you want it returned, for example, to your business office, type in the complete business office address or use a stamp that shows clearly the complete address and zip code. If the check is to be picked up from BFS, again complete the entire address and staple a bright colored note over the address on the DMT-188. This will get the attention of the staff sorting the DMT-188's and the staff mailing the checks that there are special instructions for mailing of the check. Due to the volume of checks which are mailed from BFS, this process will make special check handling instructions "stand out" to staff who mail the checks.

- c. Staple the specific attachment that relates to the Form DMT-188 together. Staple must be placed in the far upper left-hand corner, ensuring all the attachments are securely stapled to the DMT-188.
- d. Rubber band all DMT-188's for the same organization and keying dates together and send to the DMT-188 Coordinator in the Bureau of Fiscal Services - Accounts Payable/Preaudit Section. Be sure to indicate keying date on each group of DMT-188's. Face sheets should be separated from the DMT-188's and other attachments, and forwarded to BFS - Accounts Payable/Preaudit Section.

If you hand deliver the DMT-188's to BFS, it is imperative the same sorts are made at the time the vouchers are brought to BFS - Accounts Payable/Preaudit. These should be banded together by keying date. Place the DMT-188's with attachments in the BFS - Accounts Payable/Preaudit's in-basket located in room 750, 1 W. Wilson St.

#### **ATTACHMENT**

1 Sample of DMT-188 (Revised 6/98)

#### **REFERENCES**

**Cash and Check Handling 3.0 (Check Distribution and Non-Routine Voucher Authorization)**

#### **CONTACT PERSONS**

Harlan Olson  
Accounts Payable/Preaudit Section  
(608) 267-9301

ATTACHMENT 1

DEPARTMENT OF HEALTH AND FAMILY SERVICES  
Division of Management and Technology  
DMT-188 (Rev. 6/98)

**CHECK DISTRIBUTION/ATTACHMENTS**

Date Keyed

Staple  
Here

Org. #	Organization Name	Voucher Number	Amount
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Alternate Mailing Address (Type) or Mailing Instructions

S A M P L E